

Specifications for Thesis

1 Preparation

The responsibility for the layout of the thesis and selection of the title rests with the student after discussion with the supervisor(s), and the completed thesis should be shown to the supervisor(s) before submission. The student must consult with the School/Discipline concerning selection of an appropriate style for the thesis. Research Education Development Programs run seminars and workshops on thesis writing.

This national collaborative program has established a distributed database of digital versions of theses produced by postgraduate research students at Australian universities. The University of Adelaide is a member of this program.

University of Adelaide postgraduate research students are encouraged to deposit a digital copy of their PhD or research Master thesis in addition to the required printed copies. The following are general guidelines, but consultation with the Librarian may be required:

- (a) the thesis must have been officially approved by the University of Adelaide for the award of the degree before it can be deposited
- (b) the standard document format required is PDF
- (c) the digital version must be a direct equivalent of the copy of the thesis approved by the University for the award of the degree
- (d) the author retains copyright. However, it is advisable for the author to inform his/her supervisor(s) of his/her intention to deposit a copy of his/her thesis to the ADT program
- (e) access to deposited theses may be restricted for a defined period if the thesis is embargoed under the provisions of The Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.

Theses are accessible through the University of Adelaide Library's web pages, the Library's web catalogue, a national database of Australian theses and also through web search engines. Further information and deposit instructions are on the Library's web site at:

www.library.adelaide.edu.au/gen/theses/adt/

1.1 Thesis format

A Doctoral thesis may comprise a conventional written narrative presented as typescript, a portfolio of publications or creative or visual work/s. A Masters by Research thesis may comprise a conventional written narrative presented as typescript and where acceptable to the Faculty, a portfolio of publications.

- (i) In the case of a thesis comprising a conventional written narrative presented as typescript, the thesis should incorporate in the following order
 - (a) a title page giving the title of the thesis in full, the name of the student, the name of the School/Discipline(s) of the University associated with the work and the date (month and year) when submitted for the degree. There is a limitation of 160 spaces and characters in the title of the thesis. You should ensure, therefore, that your thesis title does not exceed that limit
 - (b) a table of contents
 - (c) an abstract of the thesis in not more than three hundred and fifty words
 - (d) a signed statement to the effect that
 - the thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the student's knowledge and belief, the thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis *and*
 - the author consents to the thesis being made available for photocopying and loan if accepted for the award of the degree.

This statement should be included on the same page as the statement regarding originality (see sample below). If the student has any objections to including such a statement, the student must apply to the Adelaide Graduate Centre, immediately, in writing, for a period of embargo to be placed on the student's thesis.

sample:

This work contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I give consent to this copy of my thesis, when deposited in the University Library, being available for loan and photocopying.

The statement must be signed by the student and dated.

- (e) an acknowledgment of any help given or work carried out by any other person or organisation

- (f) the main text
- (g) appendices (if any)
- (h) bibliography.

Additional pages or other material not suitable for binding should be placed last and treated as indicated in 4(d).

- (ii) In the case of a thesis presented as published papers:
 - (a) the abstract should summarise the main findings presented in each paper and should indicate how the included works when considered together demonstrate a significant contribution to knowledge in the discipline.
 - (b) the introductory chapter should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress linking the scientific papers. The account of research progress must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader understands the logic behind the progression of the research program.
 - (c) the literature review will, of necessity, replicate literature cited in subsequent chapters but should contain a clear statement on the significance of the project aims, a critical review of relevant literature, identification of knowledge gaps and the relationship of the literature to the experimental program.
 - (d) where papers have multiple authorship, the PhD candidate must be the first or principal author and have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author.
 - (e) the thesis must contain an overarching discussion of the main features of the thesis including, *inter alia*, the principal significance of the findings, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis.
- (iii) in the case of a doctoral thesis submitted in the areas of artistic or visual practice:

presentation may be in one of two forms:

 - (a) by a theoretical thesis *or*
 - (b) by creative work(s) and exegesis. The creative or visual work shall be a substantial opus and the criteria for this work shall be determined by the

Faculty. Such substantial works would include a book length work in its genre and musical compositions which require more than 75 minutes for performance.

The length and format of the exegesis shall be determined by the Faculty but normally should not exceed 50,000 words. It should contain a description of the form and presentation of the artistic practice which constitutes the remainder of the thesis and *inter alia*, an analytical commentary and consideration of the work in the broader framework of the discipline and/or repertory. It must demonstrate mastery of the conceptual and scholarly skills associated with doctoral candidature.

In the case of a written exegesis or thesis and visual works both presented in the format of a compact disk, the written exegesis or textual portion of the thesis shall also be presented in hard copy and must be presented in accordance with the guidelines laid down elsewhere in *Specifications for Thesis*.

2 Typing

A thesis should normally be produced on size A4 paper, in a clear and legible font (eg. Arial Narrow 12 or Times 12) using a Laser Writer, or some other printing device which gives a clear, legible result. It is strongly recommended that the top copy of the student's thesis be produced on archival (acid-free) paper to ensure its long-term preservation, with additional copies on bond, or similar high-quality paper. If work is being submitted which has been previously published, it may be presented in the form of copies of the original printed version. Other forms of presentation, such as computer output microform, may be acceptable if approved by the University Librarian (after discussion with the Supervisor(s)).

The submission of recorded music as part of a thesis should be discussed with the Performing Arts Librarian. (See also section on 'Copying' below.)

A thesis may be produced on both sides of the paper provided that all copies are made on paper of high opacity to prevent 'show-through'.

Margins

Margins for both text and figures should not be less than 35 mm on the inside edge and 15 mm on the other three sides to allow for binding and trimming. (See also 'Soft-binding of thesis for examination' under 4: Binding, below.)

Copying

- (a) Additional copies of a thesis should be produced using a copying method which produces a good-quality copy. Copies (other than those produced with carbon paper at the time of typing the top copy) should

normally be on bond paper. Chemically coated paper is acceptable for the production of a thesis only if it is known to provide a high quality reproduction and proven long-term stability.

Audio and audio-visual tapes

- (b) Additional copies of audio and audio-visual tapes should be produced using a copying method which creates a high quality audio and visual reproduction with proven longevity.

Archival (acid free) Copy

- (c) The archival (acid-free) copy should be marked accordingly and will become the University's copy following the award of the degree. The Barr Smith Library may produce a copy on archival (acid-free) paper at the same cost as a plain paper copy.

3 Diagrams and figures

The following are general suggestions for normal practice, but they may be varied in special cases with the approval of the Librarian:

- (a) diagrams and figures, etc, should be preferably drawn or photographed on size A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume.
- (b) figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left-hand side of the page and the legend on the right-hand side of the page. This applies regardless of whether the figure forms a left-hand or a right-hand page, but if the thesis is produced with the text only on right-hand pages, then figures should also appear only on right-hand pages. If there is insufficient space for the legend, it may be placed on the page facing the figure.
- (c) tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
- (d) folded diagrams, maps, tables, etc, should read as right-hand pages when open. Supplementary material, such as folded maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
- (e) musical notation and similar forms of written notation should be inserted in the appropriate place in the text,

except that lengthy examples should appear as an appendix.

4 Binding

Soft-binding of thesis for examination

A higher degree student may opt to submit his/her thesis in soft bound form initially for examination purposes.

Students who wish to have their theses soft-bound should note that

- it is not possible to rebind a thesis that has been soft-covered using the currently available methods, such as Thermo-Bind or Wire- Spiral, without having first to trim the left hand margin by 10 to 15 mm. This means that the provision for the left hand margin of the thesis must be at least 45 mm. This may result in an increase in the number of pages of the thesis and the consequent increase in cost of production.
- most soft-binding processes will handle up to around 30 mm in thickness. Many theses are thicker than this and may have to be bound in more than one volume.

It is the student's responsibility to bear all costs incurred in the soft-binding of his/her thesis as well as in the subsequent hard-binding.

When the examination process (including the completion of any required amendments) is complete, it is an obligation of the student to submit the required three hard-bound copies of his/her thesis before a degree can be conferred.

Hard-binding

- (a) The thesis must be sewn and bound with cloth on stiff covers. (A sprint-type or screw-type binder is unacceptable. Stapling and plastic or 'perfect' binding without sewing are also unacceptable.)
- (b) During binding the edges should be trimmed.
- (c) On the spine of the thesis should be given, in gold lettering of suitable size, normally reading from the top to the bottom, the title of the thesis, shortened if necessary, followed by the student's surname. Where the width of the spine allows, the lettering may be placed horizontally, with the title of the thesis near the top of the spine and student's surname near the middle.
- (d) When published papers are submitted they should normally be bound near the back of the thesis as an appendix. In the case of published papers of unusual size it may be desirable to bind them in a separate volume. If they have been bound by a publisher it is desirable to keep them in a special case made and lettered to simulate a bound volume of a thesis.

- (e) Supplementary material such as folding maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
- (f) Supplementary material such as microfilm which cannot readily be kept in a pocket should be placed in a special case made and lettered to simulate a bound volume of the thesis.
- (g) In view of problems of long term storage stability, presentation of material in a form other than printed copy or microform should not be contemplated without prior consultation with the University Librarian. When audio or audio-visual tapes are submitted they should normally be inserted into the back cover of the thesis. In some cases, it may be desirable to submit them in a separate volume made to simulate a bound volume of the thesis.
- (h) A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.